UNM
Department of Civil Engineering

Payment Request Form

For purchase of Goods & Vehicle Rental

Doc. #: _____

Instructions:

1. Before submitting request for purchase of goods please ensure the vendor has product available and can meet your required delivery date.
2. Vendors that accept payment by credit card are highly preferable and will reduce processing delays.
3. Provide all of the required information, product information, rental information, special instructions and required signatures.
4. Attach sales quote, online shopping cart, product specifications, or other detailed information as necessary.
5. Submit completed and signed form, plus any attachments, to the Department of Civil Engineering.
6. After payment request is submitted order confirmation and shipping information will be forwarded to the provided email address.

Required Information:

Name: _____ **Email:** _____
First Last

Today's Date: _____ **Date Needed By:** _____ **Index to Charge:** _____

Business Purpose (What is the benefit to UNM?): _____

_____

_____

Product Information:

Vendor Name or Website link to product:

Quantity	Item Description, Catalog Number, Model Number, Part Number, etc. (use an additional form as needed)	Unit Cost

Vehicle Rental from Enterprise Rent-A-Car:

Vehicle Type: _____ **Pick Up:** _____ **Return:** _____
Economy, Full Size, SUV, etc. Date Time Date Time

Driver's Age: _____ **Driver's License #:** _____ **Phone #:** _____

Preferred Enterprise Rent-A-Car Location for Vehicle Pick Up: _____

Special Instructions and Notes:

_____

_____

Required Signatures:

_____ _____
Requestor Signature **Supervisor Signature**
(Not required for purchases by UNM faculty members)